

ITAC Court Core Data Transfer Project Update

CCDT

07-08-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

Deliverables

- Documentation of Court:
 - Plans
 - Schedule
 - File & Data definitions and layout
 - Presentation method / record layouts – screen designs
 - Data availability schedule
- Documentation of Individual Agency Detailed Descriptions of both Current & Anticipated Utilization of Court Data
 - JUSTIS members:
 - For each utilizing court data process:
 - What process is court data used for
(does anyone remember how to flow chart?)
 - From which agency is it obtained
 - How is the data obtained
 - What is the specific data obtained
 - Do you anticipate change
 - When
 - Courts:
 - For each “post” process where agency data is provided:
(Post process is defined as when the court has provided data and expects that data to be updated, augmented, or when the court expects agency data in response)
 - What process is agency data used for
 - From which agency is it obtained
 - How is the data obtained
 - What is the specific data obtained
 - Do you anticipate change
 - When
- Documentation of Individual Agency Data Requirements
 - For each process: (see above)
 - Review & confirm how data is used

Review & confirm how & from where data is obtained
 Review & confirm current list of data
 Identify any additional data requirements – specific data elements
 Courts: (see above)
 Review & confirm

■ Individual Statements of Agency Time Requirements

For each process & subsequent set of associated data
 What is the current / actual delivery schedule
 What are the maximum and minimum limits to delivery
 (want vs. must)
 Courts: ditto

■ Documentation & Prioritization of Acceptable Delivery Methods

For each process & subsequent set of associated data
 What are the alternative acceptable delivery methods and media
 Courts: Ditto

■ Unified Documentation of “Community” Data Requirements and Time Requirements

As a group:
 Combine each of the sets of individual deliverables into a view of the
 “Community” business process
 Flowchart & document the entire process

■ Screen Displays & Record Layouts for User Consumption

As a group:
 Add screen designs and/or record layouts to the above

■ **Major Activities Completed This Reporting Period**

1. Obtained permission to proceed with first steps from ITAC
2. Announced CCDT Working Group
3. Issued three invitations to participate
4. Had project preparation meeting with JUSTIS Security officer
5. Met with IJIS team members to discuss project
6. Communicated with / received direction from Chief Judge King, Superior Court Judge Brook Hedge
7. Prepared documents for initial CCDC meeting
8. Held CCDT introductory meeting
9. Obtained concurrence on Work Plan & Deliverables
10. Set work schedule
11. Established & circulated initial membership lists
12. ITLO announced that:
 - a. participants are expected to represent their agency, if they cannot, they should not participate
 - b. unlike the ACDT project, no attempt will be made to compensate for agencies not participating in this Working Group; after the deliverables are completed, resources for change will be the responsibility of the individual agencies

▪ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

Subcontractors: N/A

This project will not utilize ITAC sub-contractors

Project Management:

1. Update, correct and add to membership list, "cc list
2. Update, correct and add to Work Plan and Deliverables, as suggested by membership
3. Prepare first Status Report
4. Prepare 07/22/04 CCDT update for ITAC
5. Request permission to proceed from ITAC on -7/22/04
6. Brief JUSTIS Security Officer on objectives of next work session
7. Brief IJIS participants on objectives of next work session

Project Working Group:

1. No assignment to the group, in general. Asked to check contact information and to use their peer networking to attempt to make certain other agencies and critical personnel are aware of the group.
2. The IJIS Team, should ITAC give permission to proceed, will be asked to offer a presentation of the plans, policies and practices that make the foundation of the IJIS system build at the 07/26/04 work session.

▪ **Project Schedule**

This project will make every effort to conclude by 09/30/04

The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

- **06/24/04 – Agreement to Proceed with CCDT Working Group Activities**
- **07/06/04 - Agency / Participants Identified**
- **07/06/04 - Bi-weekly work Sessions Scheduled**
- 07/22/04 - Review and Modification of Presentation for ITAC – Good to Go
- 07/26/04 - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- 08/02/04 - Court Presentation of Criminal Data Dictionary
- 08/09/04 - Individual Descriptions of Agency Court Data Utilization
- 08/16/04 - Individual Agency Court Data Requirements
- 08/23/04 - Individual Agency Data Delivery Requirements
- 08/30/04 - Data / Record Layout Requirements
- 09/06/04 – No work Session
- 09/13/04 - Data / Record Layout Requirements
- 08/20/04 - Screen / Document Requirements
- 09/27/04 - Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

- **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

- **Issues of Concern**

Open Issues of Concern

1. Although the number of individuals representing different portions of member agencies are participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.
2. The ITAC will be required to approve the project and give permission to proceed
3. The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer
4. The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”

Closed Issues of Concern

- **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces